

EMPLOYMENT AND VOLUNTEER EXPERIENCE RECORD: This must be completed regardless of submitted resume.

Account for all periods of employment including military service, or periods of related volunteer experience, as well as periods of not working. Indicate any changes in job title under the same employer as a separate position. Positions requiring a Commercial Driver's License **require** applicants to report any experience as an operator of a commercial motor vehicle within the past 10 years from the date of the application. Additional information may be attached. **Please begin with the most recent employer or volunteer experience first.**

Employment History	Employer 1 or Volunteer Experience	Employer 2 or Volunteer Experience	Employer 3 or Volunteer Experience	Employer 4 or Volunteer Experience	Employer 5 or Volunteer Experience
Employer Name and Address					
Phone Number					
Job or Volunteer Title(s)					
Period Starting (mo/yr)					
Period Ending (mo/yr)					
Hours per week					
Starting Salary					
Ending Salary					
Duties and Responsibilities					
Name/Title of Supervisor					
Reason for leaving					

EDUCATION:

HIGH SCHOOL EDUCATION High School Name	City and State	Graduated? (No/Yes)	If did not graduate, GED? (No/Yes)

POST-HIGH SCHOOL EDUCATION Name and Location of Institution	Graduated? (No/Yes)	If did not graduate, number of:		Major Field of Study	If graduated, degree/ certification obtained
		Credits obtained	Years attended		

CERTIFICATION: (Describe education or training not covered above (i.e. vocational training, CPR, First-Aid, licenses, professional membership, internship etc.) relevant to the job for which you are applying) _____

BILINGUAL SKILLS

Language	Speaking Fair, Good, or Fluent	Understanding Fair, Good, or Fluent	Reading Fair, Good, or Fluent	Writing Fair, Good, or Fluent

OFFICE SKILLS: (Indicate your specific qualifications as they relate to the requirements of the position)

☐ Word ☐ Excel ☐ PowerPoint ☐ Access ☐ Web design/application software ☐ 10-Key ☐ Cash Register
Typing/keyboarding: _____ words per minute

Other computer software/hardware (please list): _____

HEAVY EQUIPMENT:

☐ Backhoe ☐ Dump Truck ☐ Front Loader ☐ Road Grader ☐ Tractor Trailer

Other equipment or machines (please list): _____

CONVICTION RECORD (REQUIRED FROM ALL APPLICANTS)

PLEASE NOTE: A full disclosure by you is to your advantage, as your record does not necessarily disqualify you for employment. Factors such as, but not limited to, age at time of offense(s) and recency of offense(s) as well as the relationship between the offense(s) and the job(s) for which you apply may be taken into account. The Human Resources Department routinely verifies conviction, driving and other information listed on this application. If you do not respond accurately, or if you commit errors of omission of fact, intentionally or unintentionally, you may be ineligible for City of Boulder employment.

Answer this section truthfully, including all offenses of which you were convicted or pleaded no contest.

Have you ever plead guilty, no contest or been convicted of a **MISDEMEANOR** or **FELONY** or violation of any ordinance or law other than minor traffic violations and/or placed on probation, fined, or given a suspended or deferred sentence in court? (Include any convictions by military trial and any criminal charges for which you are awaiting trial. List all cases other than minor traffic violations. Driving under the influence, careless, reckless, or hit-and-run driving are not minor traffic violations.)

☐ No ☐ Yes — If yes, provide the information requested below for each offense.

Do not list arrests – only list convictions.

OFFENSE	OFFENSE	OFFENSE
DATE	DATE	DATE
PLACE	PLACE	PLACE
SENTENCE/FINE	SENTENCE/FINE	SENTENCE/FINE

FOR JOBS THAT REQUIRE A DRIVER'S LICENSE

Do you hold a valid driver's license? ☐ No ☐ Yes Do you hold a valid Commercial Driver's License? ☐ No ☐ Yes

Have you held a license in any other state in the past 5 years from the date of this application? ☐ No ☐ Yes

If yes, explain: _____

Do you presently have any traffic violations pending? ☐ No ☐ Yes

Has your license been revoked, suspended or canceled in the past five years from the date of this application? ☐ No ☐ Yes

If yes, explain: _____

Have you ever been disqualified as a driver under the Federal Motor Vehicle Carrier Safety Standards? ☐ No ☐ Yes

If yes, explain: _____

REQUIRED SIGNATURE SECTION

YOUR SIGNATURE IS REQUIRED prior to your selection for a position with the City of Boulder. For applications submitted electronically, your signature will be required at the time of job interview or job offer.

Employment Application Certification

I certify that all of the information provided by me in connection with my employment application, whether on this document or not, is true and complete, and I understand that any false, omitted, incomplete or misleading information may disqualify me from further consideration for employment or be grounds for refusal to hire or, if hired, may result in my dismissal if discovered at a later date.

I authorize the city to investigate any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employer, and organizations to provide relevant information and opinions to the city that may be useful in making a hiring decision. I release all such parties from any liability in making such statements.

I understand that, if I am offered employment or a post employment promotion, it may be conditioned on satisfactory results of a background investigation, pre-placement physical, physical agility skill testing, substance screen, and a city post-employment medical examination or inquiry. I also understand that if hired, my continued employment may be based on the testing listed above.

I understand that, if I am offered employment, I will be required to serve an at-will probationary period, and that my continued employment is conditional based upon my performance.

I understand that because the City of Boulder is a public employer, this application is public information.

I understand that it is the policy of the City of Boulder that all employees are paid via direct deposit.

I understand that for jobs that require a valid driver's license, the city will run a motor vehicle record check.

I understand that for jobs requiring operation of a commercial motor vehicle, that I am required, in accordance with the Commercial Motor Vehicle Safety Act of 1986, to list any experience I had as a commercial vehicle driver within the past 10 years from the date of this application. I certify that the information provided in the driving section of this application meets this requirement. I also understand that in accordance with the Commercial Motor Vehicle Safety Act of 1986, I am not allowed to operate a commercial motor vehicle if I hold more than one license; or if my license has been revoked, suspended or canceled; or if I have been disqualified as a driver under the Federal Motor Vehicle Carrier Safety Standards.

I CERTIFY THAT I HAVE READ, UNDERSTAND AND AGREE WITH THE ABOVE AND THAT MY FAILURE TO SIGN BELOW WILL NULLIFY MY CONSIDERATION FOR EMPLOYMENT.

SIGNATURE OF APPLICANT: _____ **DATE:** _____



Invitation to Applicants to Self-Identify for Affirmative Action Purposes

The information on this form is meant to assist us with our future recruitment and planning

You are not required to complete any part of this form.

The decision not to complete this form will not affect any opportunity for employment with the City of Boulder.

This page will be separated from the employment application and filed separately. Any information you provide will be used for statistical purposes and to measure the effectiveness of our diversity plan. Information provided here **is not** be considered as part of the application of employment and will **not** be included in the application screening process.

Name (please print): _____

Title of job applied for: _____

Date of application: _____

Please check your ethnic group: (Check only one)	Please indicate the following:
<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Two or more races <input type="checkbox"/> White	Are you over the age 40? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Male <input type="checkbox"/> Female

How did you hear about this position?

Please mark as many of the boxes as are applicable :

- | | |
|---|---|
| <input type="checkbox"/> City of Boulder Web site | <input type="checkbox"/> City of Boulder Office |
| <input type="checkbox"/> Jobing.com | <input type="checkbox"/> GovernmentJobs.com |
| <input type="checkbox"/> Other Web site _____ | <input type="checkbox"/> Channel 8 |
| <input type="checkbox"/> Boulder Daily Camera | <input type="checkbox"/> Referral _____ |
| <input type="checkbox"/> Denver Post | <input type="checkbox"/> Career Fair _____ |
| <input type="checkbox"/> Other publication/newspaper _____ | <input type="checkbox"/> Other, please specify _____ |